



GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu- driven database system. The INTERNET address for GSA Advantage! is: <http://www.gsaadvantage.gov>.

Federal Supply Schedule Solicitation No FCO00CORP0000C,  
Multiple Award Schedule 00Corp, Professional Services Schedule  
Logistics Services (previously Schedule 874 V - LOGWORLD)  
Contract Number: [GS-10F-0475P](#)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.gsa.gov](http://www.gsa.gov).

Contract Period: August 6, 2019-August 5, 2024



Skyhawk Logistics, INC.  
14502 Greenview Drive  
Suite 300A  
Laurel, Maryland 20708

Contract Main POC: James Ogunniyi  
Phone 301-725-8801  
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Email [james@skyhawk.com](mailto:james@skyhawk.com)

WWW.SKYHAWK.COM  
Business Size: SBA Certified Small Disadvantaged business



CUSTOMER INFORMATION:

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

00CORP 500/RC- Order Level Materials (OLMs)  
874-501/ RC- Supply and Value Chain Management  
874-503/ RC-Distribution and Transportation Logistics Services  
874-504/ RC-Deployment Logistics  
874-507/ RC-Operations & Maintenance Logistics Management and Support Services

See page 7 for Labor Descriptions

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. Not Applicable- Services offered

1c. If the Contractor is proposing hourly rates, a description of corresponding commercial job titles, experience, responsibility and education for those types of employees. See page 4.

2. Maximum order.

00CORP 500/ RC- \$100,000  
874-501/ RC - \$1,000,000  
874-503/ RC - \$1,000,000  
874-504/ RC - \$1,000,000  
874-507/ RC - \$1,000,000

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). Areas within the disclosed SCA WD index noted with pricelist on page 5

5. Point(s) of production (city, county, and State or foreign country). NOT APPLICABLE

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted and include the IFF.)

7. Quantity discounts. None

8. Prompt payment terms. Net 30 days ARO – Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Notification that Government purchase cards are accepted up to the micro purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro- purchase threshold: Purchase cards are accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Depending on requirements, Contractor will adhere to delivery schedule as specified by the Agency's Task Order.

11b. Expedited Delivery. Contact contractor

11c. Overnight and 2-day delivery. Contact contractor



11d. Urgent Requirements.: Contact contractor

12. F.O.B Points(s): Destination

13a. Ordering address:

Skyhawk Logistics, INC.  
14502 Greenview Drive Suite 300A  
Laurel, Maryland 20708

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

Skyhawk Logistics, INC.  
14502 Greenview Drive Suite 300A  
Laurel, Maryland 20708

15. Warranty provision. Not applicable

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level). None

18. Terms and conditions of rental, maintenance, and repair: Not applicable

19. Terms and conditions of installation: Not applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices: Not applicable

20a. Terms and conditions for any other services: Not applicable

21. List of service and distribution points: Not applicable

22. List of participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Special attributes such as environmental attributes: Not applicable

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: [www.Section508.gov/](http://www.Section508.gov/). Section 508 compliance is in process.

25. Data Universal Number System (DUNS) number. 187373162 CAGE: OFC90

26. Notification regarding registration in SAM database. Skyhawk Logistics, Inc. has a current registration.



GSA Price List	Option 2				
Labor Categories	Year 11 8/6/2019 to 8/5/2020	Year 12 8/6/2020 to 8/5/2021	Year 13 8/6/2021 to 8/5/2022	Year 14 8/6/2022 to 8/5/2023	Year 15 8/6/2023 to 8/5/2024
Senior Program Manager	\$98.46	\$100.33	\$102.23	\$104.18	\$106.15
Project Manager	\$86.79	\$88.44	\$90.12	\$91.83	\$93.57
Logistics Manager II	\$86.79	\$88.44	\$90.12	\$91.83	\$93.57
Logistics Manager I	\$77.10	\$78.56	\$80.06	\$81.58	\$83.13
Acquisition Logistics Specialist III	\$83.86	\$85.46	\$87.08	\$88.74	\$90.42
Acquisition Logistics Specialist II	\$79.00	\$80.50	\$82.03	\$83.59	\$85.18
Acquisition Logistics Specialist I	\$75.12	\$76.55	\$78.00	\$79.48	\$80.99
Logistics Engineer III	\$72.23	\$73.60	\$75.00	\$76.42	\$77.87
Logistics Engineer II	\$67.30	\$68.58	\$69.89	\$71.21	\$72.57
Logistics Engineer I	\$59.57	\$60.70	\$61.86	\$63.03	\$64.23
Operations Logistics Manager II	\$86.79	\$88.44	\$90.12	\$91.83	\$93.57
Operations Logistics Manager I	\$77.10	\$78.56	\$80.06	\$81.58	\$83.13
Data Management Specialist II	\$59.57	\$60.70	\$61.86	\$63.03	\$64.23
Data Management Specialist I	\$55.68	\$56.74	\$57.81	\$58.91	\$60.03
Technical Publications Writer/Editor	\$56.57	\$57.65	\$58.75	\$59.86	\$61.00
Technical Illustrator	\$49.72	\$50.66	\$51.62	\$52.61	\$53.60
Logistics Analyst II	\$62.50	\$63.68	\$64.89	\$66.13	\$67.38
Logistics Analyst I	\$59.57	\$60.70	\$61.86	\$63.03	\$64.23
Systems Analyst III	\$57.86	\$58.96	\$60.08	\$61.22	\$62.38
Systems Analyst II	\$57.86	\$58.96	\$60.08	\$61.22	\$62.38
Systems Analyst I	\$57.86	\$58.96	\$60.08	\$61.22	\$62.38
Computer Systems Administrator II	\$57.86	\$58.96	\$60.08	\$61.22	\$62.38
Computer Systems Administrator I	\$56.62	\$57.69	\$58.79	\$59.90	\$61.04
Materials Coordinator	\$37.46	\$38.17	\$38.90	\$39.63	\$40.39
Warehouse Supervisor	\$36.22	\$36.90	\$37.60	\$38.32	\$39.05
Supply Technician	\$43.34	\$44.16	\$45.00	\$45.86	\$46.73
Loading Dock Manager	\$37.46	\$38.17	\$38.90	\$39.63	\$40.39
Warehouse Specialist	\$34.79	\$35.45	\$36.12	\$36.81	\$37.51
Purchasing/Inventory Control Manager	\$62.50	\$63.68	\$64.89	\$66.13	\$67.38
Material Handling Supervisor	\$46.47	\$47.35	\$48.25	\$49.17	\$50.10
Shipping/Receiving Clerk	\$29.61	\$30.17	\$30.75	\$31.33	\$31.93
Class B Truck Driver Heavy	\$39.92	\$40.68	\$41.46	\$42.24	\$43.05
Class C Truck Driver Medium	\$34.70	\$35.36	\$36.03	\$36.71	\$37.41
Material Handling Laborer	\$26.51	\$27.02	\$27.53	\$28.05	\$28.59
Order Filler	\$29.85	\$30.41	\$30.99	\$31.58	\$32.18



Forklift Operator	\$32.48	\$33.09	\$33.72	\$34.36	\$35.01
Shipping/Packer	\$29.47	\$30.03	\$30.60	\$31.18	\$31.77
Stock Clerk	\$29.46	\$30.02	\$30.59	\$31.17	\$31.76
Class A Truck Driver - Tractor Trailer	\$39.93	\$40.68	\$41.46	\$42.25	\$43.05

SCA Eligible Labor Category	Labor Category	SCA Equivalent Code Title WD Number
01311-Secretary I	Administrative Specialist I	No.: 2015-4281
01312- Secretary II	Administrative Specialist II	No.: 2015-4281
13042- Illustrator I	Technical Illustrator	No.: 2015-4281
13061- Media Specialist I	Data Management Specialist I	No.: 2015-4281
13062- Media Specialist I	Data Management Specialist II	No.: 2015-4281
14101- Computer System Analyst I	System Analyst I	No.: 2015-4281
14102- Computer System Analyst I	System Analyst II	No.: 2015-4281
21020- Forklift Operator	Forklift Operator	No.: 2015-4281
21030- Material Coordinator	Material Coordinator	No.: 2015-4281
21050- Material Handling Laborer	Material Handling Laborer	No.: 2015-4281
21110- Shipping Packer	Shipper Packer	No.: 2015-4281
21130- Shipping/ Receiving Clerk	Shipping/ Receiving Clerk	No.: 2015-4281
21150- Stock Clerk	Stock Clerk/ Order Filler	No.: 2015-4281
21410- Warehouse Specialist	Warehouse Specialist	No.: 2015-4281
30081- Engineering Technician I	Logistics Specialist I	No.: 2015-4281
30082- Engineering Technician II	Logistics Specialist II	No.: 2015-4281
30083- Engineering Technician III	Logistics Specialist III	No.: 2015-4281
31362- Truckdriver, Medium	Truckdriver, Medium	No.: 2015-4281
31363- Truckdriver, Heavy	Truckdriver, Heavy	No.: 2015-4281

The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

Senior Program Manager	Requires a bachelor's degree from an accredited college or university and two years logistic management experience. Two years additional relevant experience can be substituted for each year of education shortfall.
Functional Responsibilities	Responsible for resource allocation; technical and management oversight; providing high level logistic operations expertise; and participation in briefings and meetings. Frequently provides subject matter or functional area expertise for logistic tasks in addition to fulfilling management responsibilities. Formulates and enforces work standards, assigns schedules, reviews work discrepancies, supervises contractor personnel, and communicates policies, goals, and purposes of the organization. Serves senior corporate representative responsible for overall contract performance. Generally does not serve in any other capacity under this contract. Assigned to complex programs involving, typically, multiple tasks, multiple performing organizations, and complex responsibilities.
Project Manager	Requires a bachelor's degree from an accredited college or university plus five years management experience with five years at the project manager level. Two years additional years of relevant experience can be substituted for each year of education shortfall
Functional Responsibilities	Contractor's senior management representative for a large, complex task order, frequently subordinate to a program manager who is responsible for overall contract effort. Assists the program manager. Responsible for overall management of assigned task orders and for ensuring that the technical solutions and schedules in the task order are accomplished in a timely manner. Serves as the working level focal point between contractor, government technical and government contracting staffs. For assigned task orders, allocates resources, provides technical and management oversight, provides technical expertise, and participates in briefings and meetings.
Logistics Manager II	Requires a bachelor degree from an accredited college or university and 15 years logistic management experience. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Directs technical efforts of logisticians assigned to task orders. Serves as resident technical expert for logistics related issues. Coordinates technical issues with program and project managers. Performs independent work and provides comprehensive analysis and recommendations relative to planning, development, management, operation, and maintenance of logistic systems. Familiar with acquisition support; movement and maintenance of resources to include material requirements determination and acquisition planning, storage, movement, distribution, maintenance and disposition of material and equipment; and operation and maintenance of the infrastructure that supports

Logistics Manager I	Requires a bachelor degree from an accredited college or university and ten years management experience in integrated logistic support. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than a senior logistic manager, directs technical efforts of logisticians assigned to task orders. Serves as technical expert for logistic related issues. Coordinates technical issues with program and project managers. Performs independent work and provides comprehensive analysis and recommendations relative to planning, development, management, operation, and maintenance of logistic systems. Familiar with acquisition support; movement and maintenance of resources to include material requirements determination and acquisition planning, storage, movement, distribution, maintenance and disposition of material and equipment; and operation and maintenance of the infrastructure that supports these activities.
Acquisition Logistics Specialists III	Requires a bachelor degree from an accredited college or university and 15 years acquisition support experience. Must have experience managing acquisition support personnel assigned to or supporting an acquisition command. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Directs technical efforts of all acquisition support personnel assigned to task order. Serves as resident technical expert for logistic related issues. Coordinates technical issues with program and project managers. Performs comprehensive analyses across full spectrum of ILS elements. Performs ILS functions in conjunction with design, development, test and evaluation, production, fielding, and sustaining of systems or individual items of equipment. Functions include: definition and establishment of logistic program objectives, strategies, plans and schedules; development of logistic milestone documentation; development of logistic specifications or performance-based work statements; and other pre and post- award acquisition support.

Acquisition Logistics Specialist II	Requires a bachelor degree from an accredited college or university and 10 years acquisition support experience. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Coordinates technical issues with program and project managers. Performs comprehensive analyses across full spectrum of ILS elements. Performs ILS functions in conjunction with design, development, test and evaluation, production, fielding, and sustaining of systems or individual items of equipment. Functions include: definition and establishment of logistic program objectives, strategies, plans and schedules; development of logistic milestone documentation; development of logistic specifications or performance-based work statements; and other pre and post- award acquisition support.
Acquisition Logistics Specialist I	Requires a bachelor degree from an accredited college or university and 5 years acquisition support experience. Designation as a Certified Professional Logistician (CPL) by the Society of Logistic Engineers (SOLE) may be substituted for a bachelor degree. In addition, two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Coordinates technical issues with program and project managers. Performs comprehensive analyses across full spectrum of ILS elements. Performs ILS functions in conjunction with design, development, test and evaluation, production, fielding, and sustaining of systems or individual items of equipment. Functions include: definition and establishment of logistic program objectives, strategies, plans and schedules; development of logistic milestone documentation; development of logistic specifications or performance-based work statements; and other pre and post- award acquisition support.
Logistics Engineer III	Requires a bachelor degree in engineering or related discipline from an accredited college or university plus fifteen years of integrated logistic support experience. At least eight of the last fifteen years must have been spent in maintenance/logistic engineering. Two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Plans, controls, and directs technical logistic programs. Disciplines include: reliability and maintainability analysis, reliability centered maintenance, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, and logistic support analysis.



Logistics Engineer II	Requires a bachelor degree in engineering or related discipline from an accredited college or university plus 10 years of integrated logistic support experience. At least eight of the last fifteen years must have been spent in maintenance/logistic engineering. Two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Plans, controls, and directs technical logistic programs. Disciplines include: reliability and maintainability analysis, reliability centered maintenance, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, and logistic support analysis.
Logistics Engineer I	Requires a bachelor degree in engineering or related discipline from an accredited college or university plus five years of integrated logistic support experience. At least eight of the last fifteen years must have been spent in maintenance/logistic engineering. Two years additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Plans, controls, and directs technical logistic programs. Disciplines include: reliability and maintainability analysis, reliability centered maintenance, supportability test and evaluation, determining/implementing supportability requirements through systems engineering and design, failure modes and effects analysis, and logistic support analysis.
Operations Logistics Manager II	Requires a bachelor degree from an accredited college or university plus ten years of integrated logistic support management experience. At least ten years experience must be in operational logistic fields. Must have minimum of four years experience directing the efforts of operational logistic technicians. Designation as a CPL by the SOLE plus six years recent operational logistic experience may be substituted for a bachelor degree. Two years of additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	Directs technical efforts of individual or team of logisticians assigned to task orders in support of operational logistics. Provides support for and analysis of operational ILS elements to include but not limited to contingency planning, transportation, resupply, communications, and food and shelter. Capable of analysis, development, and management of distribution systems; fleet planning and management; carrier management and routing; freight forwarding, consolidation and management; and supply tracking system design and operations.

Operations Logistics Manager I	Requires a bachelor degree from an accredited college or university plus 5 years of integrated logistic support management experience. At least five years experience must be in operational logistic fields. Must have minimum of two years experience directing operational logistic technicians. Designation as a CPL by the SOLE plus three years recent operational logistic experience may be substituted for bachelor degree. Two years of additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than an operations logistic manager, directs technical efforts of individual or team of logisticians assigned to task orders in support of operational logistics. Provides support for and analysis of operational ILS elements to include but not limited to contingency planning, transportation, resupply, communications, and food and shelter. Capable of analysis, development, and management of distribution systems; fleet planning and management; carrier management and routing; freight forwarding, consolidation and management; and supply tracking system design and operations
Data Management Specialist II	Requires an AA Degree or equivalent plus ten years of integrated logistic support experience.
Functional Responsibilities	Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property management.
Data Management Specialist I	Requires an AA Degree or equivalent plus 5 years of integrated logistic support experience.
Functional Responsibilities	Analyzes problems, gathers pertinent data, and produces solutions; familiar with functional areas such as technical data, supply, maintenance, procurement, transportation, inventory management, quality assurance, and facilities and/or property
Technical Publications Writer/Editor	Requires a bachelor degree from an accredited college or university and at least three years experience as a technical writer of specifications, standards, and technical manuals. Two years of additional relevant experience can be substituted for each year of education shortfall.
Functional Responsibilities	Capable of original drafting of technical and logistic documentation requiring an understanding of the basic concepts, practices and vocabulary relevant to the subject matter.
Technical Illustrator	Requires an Associate Degree or equivalent and three years experience as a technical illustrator.

Functional Responsibilities	Provides advice on proper and most effective formatting of technical documents. Demonstrates ability to design, plan and produce illustrations of different subjects using a variety of artistic styles and techniques including computer graphics, freehand, and using drawing instruments.
Logistics Analyst II	Requires a bachelor degree from an accredited college or university plus ten years logistic experience, five of which must be in logistic resource analysis. Two years of additional relevant logistic analyst experience may be substituted for each year of education shortfall.
Functional Responsibilities	May supervise performance and daily activities of other analysts. Independently analyzes and defines systems, equipment, or organizational ILS requirements. Analyzes logistic documentation and defines logistic support resource requirements. Performs comprehensive analyses across spectrum of all ILS elements across equipment life cycle. Capable of performing at least four of following: evaluating metrics; modeling logistic scenarios; assessing logistic studies; developing plans, conducting research, defining technical objectives, developing program schedules and milestones; producing quality logistic products related to support analysis, configuration management, resource analysis and life-cycle cost analysis; conducting logistic support analysis; conducting operational availability analysis; and reliability and maintainability analysis.
Logistics Analyst I	Requires a bachelor degree from an accredited college or university and seven years logistic experience, three of which must be in logistic resource analysis. Two years of additional relevant experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than a logistic analyst III, may supervise performance and daily activities of other analysts. Independently analyzes and defines systems, equipment, or organizational ILS requirements. Analyzes logistic documentation and defines logistic support resource requirements. Performs comprehensive analyses across spectrum of all ILS elements across equipment life cycle. Capable of performing at least four of following: evaluating metrics; modeling logistic scenarios; assessing logistic studies; developing plans, conducting research, defining technical objectives, developing program schedules and milestones; producing quality logistic products related to support analysis, configuration management, resource analysis and life-cycle cost analysis; conducting logistic support analysis; conducting operational availability analysis; and reliability and maintainability analysis management.

Systems Analyst III	Requires bachelor degree in computer science from and accredited college or university plus ten years general experience working in computer systems environment. Two years of additional relevant computer experience may be substituted for each year of education shortfall.
Functional Responsibilities	With regard to logistic systems processes: identifies nature and scope of processes that can be automated; designs computer systems to implement these processes; manages development of system specifications and design; assess input and output requirements, hierarchical structure, module interfaces and test plans; directs the efforts of lower level analysts, programmers in design and modification of storage structure and mappings between data bases; and selecting and/or designating kinds of computers and peripherals to be used for specific applications.
Systems Analyst II	Requires bachelor degree in computer science from and accredited college or university plus seven years general experience working in computer systems environment. Two years of additional relevant computer experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than a computer systems analyst IV, with regard to logistic systems processes: identifies nature and scope of processes that can be automated; designs computer systems to implement these processes; manages development of system specifications and design; assess input and output requirements, hierarchical structure, module interfaces and test plans; directs the efforts of lower level analysts, programmers in design and modification of storage structure and mappings between data bases; and selecting and/or designating kinds of computers and peripherals to be used for specific applications.
Systems Analyst I	Requires bachelor degree in computer science from and accredited college or university plus three years general experience working in computer systems environment. Two years of additional relevant computer experience may be substituted for each year of education shortfall.
Functional Responsibilities	To a lesser degree than a computer systems analyst III, with regard to logistic systems processes: identifies nature and scope of processes that can be automated; designs computer systems
Computer Systems Administrator II	Associate degree required. Applicants must have (A) at least five years of full-time, or equivalent part-time, clerical experience in the operation of electronic data processing data entry equipment or statistical machines such as key punch, key to disk, key to tape and verifiers, and (B) which at least one year must have been in supervisory or administrative capacity, or (C) any equivalent combination required experience and the substitutions below.

Functional Responsibilities	Supervises and participates in the operation of an electronic computer in processing a variety of jobs; monitors job scheduling and arranges job streams for processing; reviews operator procedure instructions for device mounting, retention, and forms control; prepares and modifies erroneous job control cards when detected; supervises the initialization of the central computer system in accordance with the various operating system instructions; alters and assists in scheduling the computer system; directs the changes to class codes and priority conditions; directs the manipulation of the various queues; analyzes and redefines, when necessary, partition sizes and status; maintains utilization records and prepares reports concerning machine and employee production; participates with supervisors in reviewing electronic data processing utilization, workload and scheduling to determine efficiency of operation; recommends revisions to operating schedules based on operating experience; recommends action to improve efficiency of operation by eliminating bottlenecks in work flow and improving coordination with other units; makes emergency revisions to schedules when performing on second shift; periodically confers with analyst/programmers to discuss results of machine runs, explaining machine malfunctions which may have been caused by faulty programming; assists in the training and orientation of new employees and recommends the selection of personnel referred for
Computer Systems Administrator I	Associate degree required. Minimum of Three Years Experience Knowledge of: Principles and techniques of computer console operation; components of an electronic computer and their operation and functions; principles of computer programming; operating system concepts; job control language standards; program testing methods and procedures; and operating standards and procedures.

Functional Responsibilities	<p>Supervises and participates in the operation of an electronic computer in processing a variety of jobs; monitors job scheduling and arranges job streams for processing; reviews operator procedure instructions for device mounting, retention, and forms control; prepares and modifies erroneous job control cards when detected; supervises the initialization of the central computer system in accordance with the various operating</p> <p>system instructions; alters and assists in scheduling the computer system; directs the changes to class codes and priority conditions; directs the manipulation of the various queues; analyzes and redefines, when necessary, partition sizes and status; maintains utilization records and prepares reports concerning machine and employee production; participates with supervisors in reviewing electronic data processing</p> <p>utilization, workload and scheduling to determine efficiency of operation; recommends revisions to operating schedules based on operating experience; recommends action to improve efficiency of operation by eliminating bottlenecks in work flow and improving coordination with other units; makes emergency revisions to schedules when performing on second shift; periodically confers with analyst/programmers to discuss results of machine runs, explaining machine malfunctions which may have been caused by faulty programming; assists in the training and orientation of new employees and recommends the selection of personnel referred for hire or</p>
Material Coordinator	<p>Requires an High School Diploma plus three years of industrial experience of which at least two years experience must be specialized in areas of functional responsibility. One year of additional relevant computer experience may be substituted for each year of education shortfall.</p>
Functional Responsibilities	<p>Is responsible for the materials management function relating to the planning, procurement, storage, control, and distribution of materials and products to meet company objectives and customer requirements. This involves the responsibility of directing and administering Purchasing, Production Control, Inventory Control, Shipping and Receiving, Customer Contact, and Material Stores.</p>
Warehouse Supervisor	<p>Requires high school diploma, Bachelor degree preferred, plus three years experience in warehouse functions.</p>

Functional Responsibilities	Supervises team of warehouse personnel to include, among others, stock/storage clerks, drivers, packers, receiving clerks, and supply specialists. Responsible for drafting daily work schedules including inventories as required by both contract and for accuracy verification; reporting to management; and supervising all aspects of daily warehouse operations. Responsible for making warehouse operational reports to clients and for managing all personnel matters, including leave and holiday scheduling and disciplinary actions and reporting same to higher company authorities. Experienced in following minimum warehouse functions: receipt of material, storage, inventory/stock control, quality assurance, and kit assembly, shipment, and reclamation.
Supply Technician	Requires high school diploma, Associate degree preferred, plus three years experience in warehouse functions.
Functional Responsibilities	Capable of supervising junior warehouse personnel. Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and
Loading Dock Manager	Requires a high school diploma or equivalent and five years experience in warehouse functions.
Functional Responsibilities	Capable of supervising junior warehouse personnel. Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and shipment of orders. Fills orders and packages them in proper shipping format. Assembles packages, assists in preparation for distribution, and pulls stock.
Warehouse Specialists	Requires a high school diploma or equivalent plus three (3) years experience in related industry.
Functional Responsibilities	Performs warehouse functions such as kit receipt, and kit assembly shipment, and reclamation. Fills orders and packages them in proper shipping format. Performs physical tasks associated with receipt and shipment of orders. Assembles packages, assists in preparation for distribution, and pulls stock.
Material Handling Supervisor	Associate's degree in Business or a related field, or a commensurate level of related experience. Three (3) years' specifically related experience.

Functional Responsibilities	Manages personnel and organizes activities to ensure effective and efficient processing, shipping, storage, and issuance of materials throughout the manufacturing organization. Plans and manages manpower and the physical consolidation floor to support shift activity and meet weekly revenue requirements. Manages the inventory positions of all products and coordinates with all areas necessary to ensure that adequate stock levels are maintained. Is responsible for coordinating documentation of physical product to ensure timely, damage-free, and accurate shipments.
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Shipping/Receiving Clerk	A minimum of High School Diploma is required. Three years' specifically related experience.
Functional Responsibilities	Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment, and reclamation. Performs physical and clerical tasks associated with receipt and

Material Handling Laborer	A minimum of High School Diploma is required. Three (3) years' specifically related experience.
Functional Responsibilities	Moves materials to and from storage and production areas, loading docks, delivery vehicles, ships' holds, and containers, either manually or with forklifts, dollies, hand trucks, or carts. Specific duties vary by industry and work setting. In factories, they may move raw materials, components, and finished goods between work areas and to and from storage areas and loading docks. They receive and sort materials and supplies and prepare them according to work orders for delivery to work or storage areas. In grocery stores, they stock shelves, bag groceries, carry packages to customers' cars, and return shopping carts to designated areas.
Forklift Operator	One year certificate from college or technical school; One year related experience and/or training; or equivalent of education and experience.
Functional Responsibilities	Moves levers and presses pedals to drive truck and control movement of lifting apparatus. Positions forks, lifting platform, or other lifting device under, cover, or around loaded pallets, skids, boxes, products, or materials or hooks tow truck to trailer hitch, and transports load to designated area. Weighs materials or products and records weight on tags, labels, or production schedules. Loads or unloads materials onto or off of pallets, skids, or lifting device, also lubricates truck, recharges batteries, fills fuel tank, or replaces liquefied gas tank.

Order Filler	One year certificate from college or technical school. One (1) year of general knowledge of warehouse procedures.
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Functional Responsibilities	Obtain merchandise from warehouse shelves to fill orders for nonstick items or special orders, carefully verifying identifying information and quantities. Places items in containers and wraps so that the invoice is visible.
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Shipping Packer	A minimum of High School Diploma is required. Three (3) years of related experience.
Functional Responsibilities	Performs warehouse functions such as kit receipt, quality assurance, and kit assembly shipment and reclamation. Performs physical and clerical tasks associated with receipt and shipment orders. Pack items in designated cartons per customer order. Fills orders and packages them in proper shipping format.

Purchasing/Inventory Control Manager	Requires high school diploma, with bachelor degree preferred, plus 1 years experience in warehouse functions.
Functional Responsibilities	Supervises team of warehouse personnel to include, among others, stock/storage clerks, drivers, packers, receiving clerks, and supply specialists. Responsible for drafting daily work schedules including inventories as required by both contract and for accuracy verification; reporting to management; and supervising all aspects of daily warehouse operations. Responsible for making warehouse operational reports to clients and for managing all personnel matters, including leave and holiday scheduling and disciplinary actions and reporting same to higher company authorities. Experienced in following minimum warehouse functions: receipt of material, storage, inventory/stock control, quality assurance, and kit assembly, shipment, and reclamation.
Stock Clerk	A minimum of High School Diploma is required. One (1) year of general knowledge of warehouse procedures.
Functional Responsibilities	Obtain merchandise from warehouse shelves to fill orders for nonstick items or special orders, carefully verifying identifying information and quantities. Places items in containers and wraps so that the invoice is visible.

Class a Tractor Trailer Driver	Requires high school diploma plus 3 years experience.
Functional Responsibilities	Must possess a valid CDL License to operate over-the-road heavy truck. Drives truck to destination, Inspects truck for defects before and after trips and submits report indicating truck condition. Maintain driver log according to I.C. regulations. Assist workers in loading and unloading truck.
Class B Truck Driver Heavy	Requires high school diploma plus 3 years experience.



Functional Responsibilities	Must possess a valid CDL License to operate over-the-road heavy truck measuring 30ft or less to deliver finished goods to customers. Loads or assist in loading trailer with materials, unloads or assist in unloading trailer by using forklift or hand truck, operates semi-truck with one or two trailers, according to state laws, transport load over required route to proper destination, observing all traffic laws and safety regulations, obtains shipping bills of lading and necessary signatures and returns completed paperwork to shipping office
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Class C Driver Medium	Requires high school diploma plus 3 years experience.
Functional Responsibilities	. Must possess a valid CDL License to operate over the road heavy truck measuring 30ft or less to deliver finished goods to customers Loads or assists in loading trailer with materials, unloads or assists in unloading trailer by using forklift or hand truck, operates semi truck with one or two trailers, according to state laws, transports load over required route to proper destination, observing all traffic laws and safety regulations, obtains shipping bills of lading and necessary signatures and returns completed paperwork to shipping office